



September 13, 2006

2006 FISCAL YEAR-END BULLETIN # 7a

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: Using PY06 Funds for Labor in FY07

Projects with available two-year PY06 funds may use those funds for civil servant labor expenses in FY07. There are no restrictions upon carrying over PY06 funds in the labor pool, except in cases where projects have been terminated and HQs has specifically instructed that there are to be no labor charges against those PY06 funds in FY07. Center G&A and ASP labor funds are managed centrally and carry-over into FY07 would need to be determined & approved by Center management.

It is important to be aware that PY06 funds transferred into the labor pool remain uncommitted until labor hours have been charged against them.

In light of the fact that a continuing resolution is anticipated, as well as a longer than normal SAP shutdown through November 13, please have any PY06 funds you wish to carryover for labor transferred to the labor pool by **COB, September 8, 2006**.

Please follow these steps for ensuring the funds are transferred and tracked correctly in the labor pool:

- 1.) Coordinate all budget transfers of PY06 funds into the labor pool with the appropriate RMD analyst by COB, September 8, 2006.
- 2.) Complete attached "PY06 Labor Funds Planned for Use in FY07" spreadsheet and return to Diane Selby (this is for tracking the dollars in the labor pool AND ensuring the appropriate WBSs stay open in WebTADS in FY07).
- 3.) E-Mail completed spreadsheet to Diane Selby (dselby@mail.arc.nasa.gov) by COB, September 8, 2006.
(Note: If you have already had the budget transferred to labor, or have funds you are leaving in labor specifically for use in FY07, you only need to complete Steps 2 & 3.)

Employee guidance for WebTADS WBS selection beginning Oct.1, 2006, will be forthcoming. As a reminder, in FY07 there will not be a Center G&A/Center Management & Operations (CMO) Transition Account code in WebTADS.

Please contact Diane Selby at 4-0387 or dselby@mail.arc.nasa.gov if you have any questions. This Bulletin is also available at <http://cfo.arc.nasa.gov/fye.html>.

Original Signed By
Code C Fiscal Year-End/New Year Start Up Team

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Code C